

**UNITED STATES ATTORNEY'S OFFICE  
EASTERN DISTRICT OF TEXAS**

Human Resources Office

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The United States Attorney's Office represents the interests of the United States in criminal and civil litigation. The U.S. Attorney's Office conducts the majority of the criminal prosecutions handled by the Department of Justice.

**Projected No. of Volunteers:** 11

**Internship Location(s):** (2) Beaumont; (2) Tyler; (4) Plano; (1) Sherman; (1) Lufkin; (1) Texarkana

**Application Materials:** Cover letter, resume and official law school transcript

**Qualifications:** First-year (second semester), second- and third-year law students. Law school graduates are not eligible for summer positions. **Must be a U.S. citizen** and maintain a grade point average of 2.5 or higher. It is the policy of the U.S. Attorney's Office to require that a security clearance be conducted on all applicants who are hired. It is imperative that all security forms be completed and returned in a timely fashion.

**Application Deadline:** September 1<sup>st</sup> for Spring Program (January - May)  
January 31<sup>st</sup> for Summer Program (June - August)  
May 1<sup>st</sup> for Fall Program (September - December)

**Minimum Weeks Required:** 6 weeks

**Salary:** Volunteer (without compensation) or work-study credit

**Assignments:** Responsible for assisting attorneys with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to attorneys, interviewing witnesses, and assembling trial evidence.

**Web Site:** <http://www.usdoj.gov/usao/txe>